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Capital Grants For New Recreation Facilities 1986-87

Program Guide



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Office of the
Minister

Ministry of
Tourism and
Recreation

7th Floor
77 Bloor Street West
Toronto, Ontario
Canada M7A 2R9
416/963-1401

FOREWORD

It is with great pleasure that I announce the 1986-87 Ministry of Tourism & Recreation Capital Program for New Recreation Facilities.

Important new opportunities lie ahead for community recreation in Ontario. Changing patterns of work and leisure, an aging population and the increased significance of recreation for personal and community well-being are increasing the need for services and facilities.


Financial assistance from my Ministry will assist municipalities and community groups to provide the facilities necessary for the new and increasing recreation initiatives taking place in the many communities throughout the Province. It is my objective to encourage and support your efforts towards achieving new standards of excellence in recreation through new and well-planned community facilities.

I look forward to working with you in our joint endeavour to build the recreation services that our well-being requires.

Yours sincerely,

John Eakins
Minister

March 1, 1986



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The Capital Program for New Recreation Facilities is designed to provide support for the development of new and innovative sports, fitness and recreational facilities across Ontario.

By new it is meant a sports, fitness or recreational facility where that facility did not exist in the community before.

By innovative, it is meant a facility with unique, novel, creative features that will enhance the sports, fitness or recreational pursuits of the people using such a facility.

This guide is designed to help you provide the ministry with information about your capital project. If you wish to discuss your idea, or if you have any questions concerning the guide, application forms, or other types of capital assistance available, please contact one of the offices of the ministry listed at the end of the guide. Completed forms should be sent to your local Ministry of Tourism and Recreation office.

Projects which meet one or more of the following objectives of the Capital Program For New Recreation Facilities may be eligible for assistance if they:

- Stimulate the development of innovative projects which meet participant and community needs.
- Increase the skill and enjoyment levels of the participant/competitor.
- Encourage economic and operational viability.
- Increase quality and quantity of sport, fitness and recreational opportunities throughout the Province.
- Encourage and assist in providing opportunities for all members of the community to have equal access to sports, fitness and recreational programs and facilities.

Who may apply?

What projects will be considered?

Any municipality, incorporated non-profit organization, school board in unorganized territories, Indian band council, or local service board may submit an application for a Capital Grant For New Recreation Facilities. Non-profit organizations must have been incorporated at least one year prior to application. A resolution by the applicant organization approving the undertaking of the project and the application for Lottery assistance must be provided.

All Lottery Capital Grant requests to the Ministry are considered within the context of the following principles:

Dedication principle – Lottery funds are dedicated to the support, fitness, and recreational activities and facilities in Ontario.

Share principle – Lottery projects are intended to respond to community supported initiatives, as evidenced by locally-raised contributions of monies, efforts and other resources.

Non-substitution principle – Lottery funds are intended to enhance our capacity to promote and encourage sport, fitness and recreational objectives. They are not intended to replace or relieve the responsibility of ongoing government programs in this field.

Non-dependency principle – Projects funded by Lottery must demonstrate the existence of support for any ongoing costs from sources other than Lottery.

Non-profit principle – Lottery grants are intended for projects of broad public good. They cannot apply to situations which might loosely be characterized as private gain.

Accessibility principle – The benefits of Lottery supported projects are intended to be available to the general public.

What types of project costs are eligible?

1. Purchase of Land and Buildings
 - as required for the immediate capital project.
 - can include additional land for parking, rights-of-way.
2. Professional Fees
 - lawyer (related to land and building purchase)
 - land surveyor
 - appraiser
 - architect
 - engineer (soil tests, structural testing, building inspection, and reports)
 - project-specific consultant (expert in particular field)
 - project manager
 - cost control consultant (quantity surveyor)
3. Design Competition Costs
4. Permits and Municipal Inspection Fees
5. Bid Depository Fees (Tendering Costs)
6. Site Office Rental (Rental of Site Services)
7. Construction Costs directly associated with the project:
 - demolition
 - service connections
 - excavation and site work
 - equipment rentals
 - materials
 - labor
 - contractor (overhead/profit)
 - contingency
 - insurance
 - heating and enclosure costs for winter construction
 - inspection fees (concrete testing, steel testing)

Specifically excluded are maintenance items which should be included in a regular maintenance program and funded from an operating budget. Capital Conser-

vation projects for existing facilities may be eligible for consideration under the Ministry's Capital Conservation Program. See separate brochure for further details.

Also excluded are elements of facility which are not directly related to sports, fitness or recreational program activities.

8. Fixed Equipment can include all fixed furnishings, fittings and equipment permanently installed in the facility that are necessary to make an area suitable for a particular use, function or operation:
 - heating, ventilating, air conditioning equipment
 - security devices, fire alarms, audio and/or video installations
 - lighting systems
 - floor coverings/interior finishes
 - signage for building identification or internal direction.

Specifically excluded are maintenance and repair items of fixed equipment which should be included in a regular maintenance program and funded from an operating budget. Capital Conservation Projects for fixed equipment in existing facilities may be eligible for consideration under the Ministry's Capital Conservation Program. See separate brochure for further details. Also excluded are items of fixed equipment which are not directly related to sports, fitness or recreational program activities. Portable equipment and furnishings are not eligible for assistance.

9. Costs connected with financing the project are not eligible for assistance (e.g., bridge financing, interest charges, fund-raising costs).

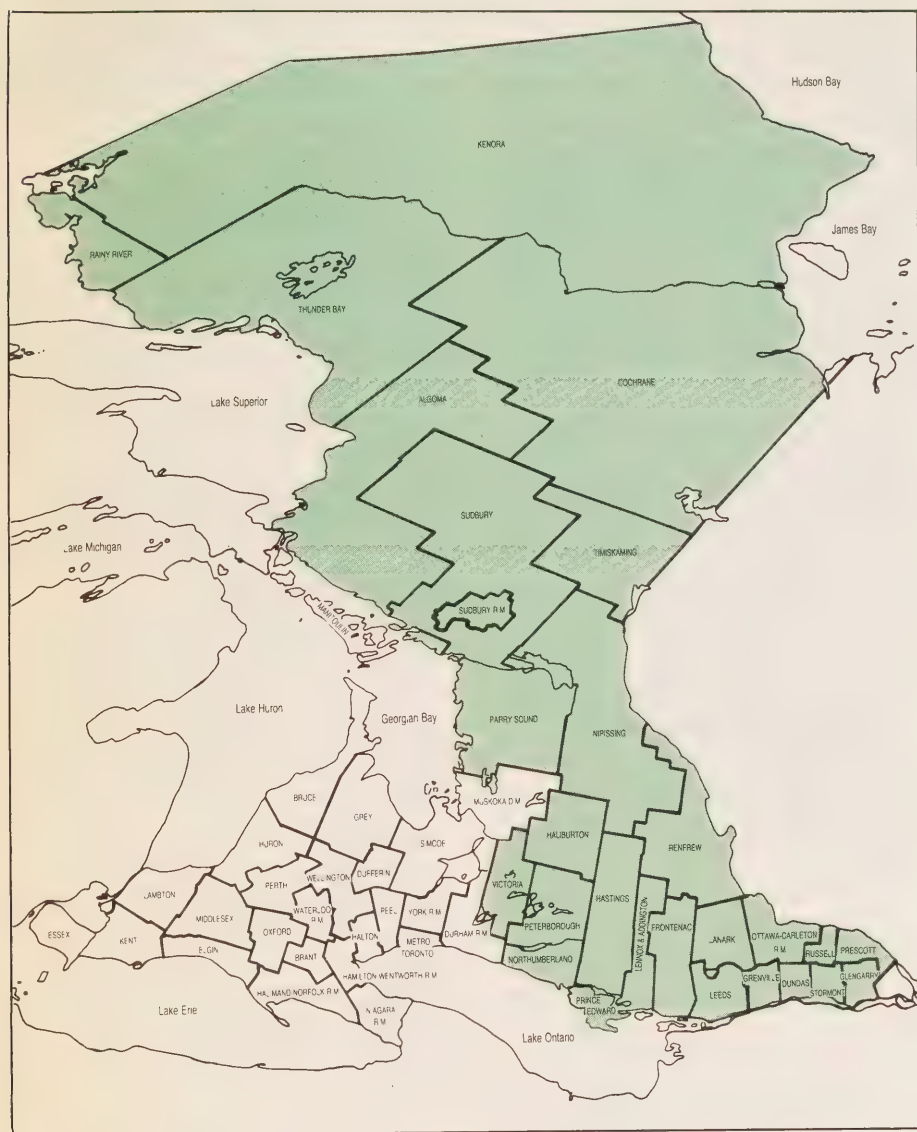
What is the funding formula?

In Northern and Eastern Ontario, a grant of up to one-half of the first \$1.0 million of net eligible cost of a project after all other approved provincial or federal grants are deducted, together with one-tenth of the remaining net eligible cost which exceeds \$1.0 million may be available.

In Southern and Western Ontario, a grant of up to one-third of the first \$1.5 million of net eligible cost of a project after all other approved provincial or federal grants are deducted, together with one-tenth of the remaining net eligible cost which exceeds \$1.5 million may be available.

Please refer to the map to determine the geographic boundary which affects the funding formula for your project.

You may request less than the maximum grant amount for which you may be eligible. In any case, you should request only the amount you need to complete your project, as the Lottery will not provide funds in excess of the amount needed to complete the project.



Please complete the application following the directions on the form and forward to the Ministry of Tourism and Recreation office serving your area. Application forms and further assistance are available from your local Ministry office.

Applications will be accepted until May 30, 1986 for those applicants requesting funds and able to apply for all funding in the provincial government's fiscal year 1986-87.

A complete application must be received by May 30, 1986 and confirmed as accepted by the Ministry before any capital project is commenced for which a Capital Grant for New Recreation Facilities is being requested.

If a project is commenced before the ministry's acknowledgement of receipt of a complete application, the application will not be eligible for consideration.

Any minor preliminary expenditures (e.g., architect's fees, consultant's fees, etc.) before the date of the ministry's confirmation of acceptance of a complete application will not be considered as commencement of a project. However, such costs will not be eligible for consideration as part of the project cost for grant purposes.

How do you apply? (Con't)

How are capital projects assessed?

In order for an application to be considered complete, all of the requirements identified on the application form must be complied with. Commitment of a Capital Grant For New Recreation Facilities is subject to the availability of proceeds from the Lottery. Therefore, if the financing and successful completion of a project is dependent on Lottery funding, applicants are strongly advised not to commence work or make contractual commitments until they have received approval and commitment for a grant.

Applications will be evaluated by the ministry after May 30, 1986. Applicants with multiple applications must prioritize them. All grant requests will be assessed within the principles and objectives of the Capital Program and the following selection criteria:

- Degree of adherence to program objectives.
- Degree to which the proposal is consistent with municipal sports, fitness and recreational objectives and priorities. Non-municipal organizations are encouraged to have municipal councils confirm that their project fits into the overall plan for the provision of leisure services and is a necessary addition to the local public sports, fitness and recreational amenities.
- Degree of community involvement in the planning, development and implementation of the project.
- Amount and sources of non-Lottery financial support for capital costs.

- Degree of commitment of the community as a whole and the eventual users to continue to support ongoing operating and maintenance costs of the facility.

- Degree to which the facility is accessible to all members of the general public.

- Extent of improvement in the quality and quantity of sports, fitness and recreational services in the community as a result of the project.

- Degree to which the proposal creates opportunities for partnerships between the people affected, public agencies, and other organizations providing sport, fitness and recreational services.

- Degree to which the proposal redresses present imbalances in the availability of sport, fitness and recreational facilities.

- Degree to which the funds available are reasonably distributed throughout the Province.

In order that all applications can be properly assessed and the necessary consultation undertaken, applicants are advised that a minimum period of one month after the application closing date will be required by the ministry.

How will the balance of the project be financed?

If your project is approved for a grant within the LOTTERY Capital budget allocation, you will receive a letter from the minister. All commitments for funding will be given according to the Capital Grant for New Recreational Facilities funding formula and will be based on the estimated cost of the project as indicated in the application. Such commitments will be up to a maximum amount and cannot subsequently be increased, should project costs rise for any reason.

Upon approval, payment of 50% of the grant will be made. After the initial 50% portion of the grant has been spent, application can be made for the final 50% payment. All approved projects must commence and proceed with construction so as to be eligible and apply for the final payment of the grant within the 1986-87 fiscal year, i.e., before March 31, 1987.

You must demonstrate to the Ministry that you have the ability to finance the remaining balance of the project cost. This financing could be all private, derived from fund-raising proceeds and cash donations, all municipal, derived from the tax-base, or a combination of both. Voluntary donations of labor and materials may form part or all of the balance of the project. However, please be advised that payment of any LOTTERY grant cannot exceed the actual cash expenditures of the project. The value of donated labor and materials will be assessed in the following way: donated labor of skilled tradespeople working at their trade is eligible on the basis of trade rates currently payable for comparable work in the area where the project is located. The value of unskilled volunteer labor should be based on the current construction minimum wage established by the Ministry of Labor. Professional fees related to eligible costs of facility development are eligible at fair market value for such services.

Provision of materials and the use of construction equipment are eligible at fair market value if such goods or services were to be purchased.

The intention of the LOTTERY program is to share in projects which are financially viable. Consequently, the balance of funds or other assistance required to complete the project should be of a nature which will not place a burden of capital debt on the owner of the facility which cannot be absorbed into the ongoing operational budgeting without creating hardship for the organization or the community.

Applicants who intend to finance the remaining portion of the capital cost by any means of indebtedness (i.e., mortgages, bank loans, debentures, etc.) must demonstrate the ability to carry the ongoing costs of repayment of principal and interest, by providing a planned budget for the retirement of such indebtedness.

As one of the objectives of the program is to encourage the reduction of operating costs and the effective use of local and provincial financial resources, applications for projects that may be considered without capital debt or financing and that will not have adverse impact on operational viability will have a higher priority in assessment. Applications from municipalities may be assessed in consultation with the local offices of the Ministry of Municipal Affairs and Housing, where appropriate, to evaluate the feasibility of capital financing and availability of operating resources.

What are the ministry requirements for a selection/tendering process?

The ministry is concerned that any project receiving LOTTERY assistance shall represent reasonable value for money and shall not involve a conflict of interest. If your project is approved for a LOTTERY grant, the Ministry will require that an appropriate process of competitive pricing or tendering is followed when the project is carried out.

Preference should be given to the purchase of Canadian goods and services over those manufactured and supplied from abroad. In the evaluation of tenders, a price preference of up to 10 per cent is allowed in respect of Canadian economic activity and content. If you are not able to comply with this policy, the ministry must be advised.

Except for the preferences to be given to the purchase of Canadian goods and services, the ministry will expect that the lowest price or prices will be used or that an acceptable explanation be provided and reserves the right to pay any grant on the basis of the lowest price or prices. Prior to payment of a LOTTERY grant, the ministry will require confirmation that these requirements have been met, unless any necessary exceptions have previously been explained to and accepted by the ministry.

What will the operating costs of the facility be?

When completing the application form, you are required to provide information to demonstrate the on-going operating costs of the facility and the anticipated sources and availability of funds to maintain and operate the facility.

What are the terms and conditions?

By signing the application form for a Capital Grant for New Recreation Facilities, you will be accepting the following terms and conditions:

1. Definitions:

“Facilities” means the land and building for which a Capital Grant is made.
“project” means the acquisition or improvement of the facilities, as detailed in the application.

2. Time:

These terms and conditions will be in effect for 20 years from the date of the minister’s letter of approval.

3. Credit:

The recipient must acknowledge the support of the Ministry in all advertising, publicity and construction signs relating to the facilities and in any permanent tributes to donors displayed on the site.

4. Purpose:

Grants must be used only for the purposes spelled out in the Ministry’s letters of approval. Changes in the project may only be made with the Ministry’s written approval. If any of the funds are not used for approved purposes, or if these terms and conditions are breached, the grant must be repaid. **ANY UNUSED PORTION OF THE GRANT REMAINS THE PROPERTY OF THE MINISTRY.**

5. Disposal of facilities etc.

Ministry consent:

The recipient must not sell, lease or otherwise dispose of the facilities without the Ministry's consent. The recipient must not mortgage or encumber the facilities for more than the total value of the facilities minus the amount of the LOTTERY grant, without the Ministry's consent. The recipient must not assign this application or the grant, without the Ministry's consent. The Ministry may impose terms and conditions on its consent, and may require the repayment of the grant.

6. Repayment of grant:

The Ministry may also require repayment of the grant if the recipient: (i) ceases to operate the facilities, (ii) winds up or dissolves, (iii) changes from a non-profit to a profit corporation, (iv) breaches the Human Rights Code in the construction or operation of the facilities, or (v) has knowingly provided any false information in this application.

7. Instalments:

The grant will be paid in instalments determined by the Ministry based on the progress of construction. Construction of the facilities must begin and then proceed so that the final payment of the grant can be applied for within the 1986-87 fiscal year, i.e. before March 31, 1987. However, no grant will be made if construction has begun before a complete application has been received and acknowledged by the Ministry.

8. Facilities accessible to public:

The facilities must be open to the public at all reasonable times. If the applicant has a fee-paying membership, the facilities must be open to the public whenever they are open to the members. Applicants who have a membership must welcome new members and other members of the public who wish to use the facilities, and must indicate this by appropriate signs and by advertising in local newspapers.

9. Financial records:

The recipient's financial records are subject to audit at any time by the internal auditors of the Ministry and by the Provincial Auditor. All financial statements and records relating to the project must be maintained by the recipient for at least three years. Other laws may require that financial records be kept for a longer period.

10. Insurance:

The recipient must keep the facilities insured against property damage and third party liability. If the facilities are damaged or destroyed, the grant must be repaid out of the insurance proceeds unless those proceeds are used to rebuild the facilities. The recipient must also reimburse the Ministry if expenses are incurred by the Crown because of third party claims arising from the grant.

11. Report:

Recipients must report to the Ministry on completing the project. The report should include all details requested by the Ministry. The recipient will not be eligible for further Ministry grants until a satisfactory account has been made of all previous projects assisted by the Ministry.

12. Repayment of grant:

If required, the grant shall be repaid by a cheque payable to the Treasurer of Ontario, and mailed to your local office of the Ministry of Tourism and Recreation.

13. Additional conditions:

Additional terms and conditions may be imposed in the Ministry's letter of approval.

Ministry of Tourism and Recreation

Recreation Field Offices

SOUTHWESTERN REGION

London

255 Dufferin Ave.
Ste. 601
London, Ontario
N6A 5K6
(519) 679-7156

Windsor

250 Windsor Avenue
6th Floor
Windsor, Ontario
N9A 6V9
(519) 256-4919

Kitchener

30 Duke St. W.
4th Floor
Kitchener, Ontario
N2H 3W5
(519) 578-3600

Hanover

427 10th Street
2nd Floor
Hanover, Ontario
N4N 1P8
(519) 364-1626

CENTRAL REGION

Toronto

700 Bay Street
8th Floor
Toronto, Ontario
M5G 1Z6
(416) 965-0286

St. Catharines

15 Church St.
Ste. 404
St. Catharines, Ontario
L2R 3B5
(416) 684-2345

Barrie

114 Worsley Street
Barrie, Ontario
L4M 1M1
(705) 737-3301

Huntsville

114 Main St. E
Huntsville, Ontario
P0A 1K0
(705) 789-4448

Hamilton

119 King Street
8th Floor
Hamilton, Ontario
L8N 3Z9
(416) 521-7244

EASTERN REGION

Ottawa

10 Rideau St.
4th Floor
Ottawa, Ontario
K1N 9J1
(613) 566-3725

Kingston

1055 Princess Street
Ste. 304
Kingston, Ontario
K7L 5T3
(613) 545-4350

Peterborough

305 Stewart Street
Peterborough, Ontario
K9J 3N2
(705) 748-3711

Brockville

2211 Parkedale Avenue
Brockville, Ontario
K6V 6B2
(613) 342-5522

NORTHEAST REGION

Sudbury

199 Larch Street
4th Floor
Sudbury, Ontario
P3E 5P9
(705) 675-4346

North Bay

147 McIntyre Street West
2nd Floor
North Bay, Ontario
P1B 2Y5
(705) 474-3821

Sault Ste. Marie

390 Bay Street
3rd Floor
Sault Ste. Marie, Ontario
P6A 1X2
(705) 942-3751

Timmins

22 Wilcox Street
2nd Floor
Timmins, Ontario
P4N 3K6
(705) 267-7117

NORTHWEST REGION

Thunder Bay

435 James St.
P.O. Box 5000
Thunder Bay, Ontario
P7C 5G6
(807) 475-1325

Dryden

479 Government Rd. Dr.
P.O. Box 3000
Dryden, Ontario
P8N 3B3
(807) 223-2271

Fort Frances

616 Mowat Avenue
Fort Frances, Ontario
P9A 3N1
(807) 274-3259

Kenora

808 Robertson St.
Kenora, Ontario
P9N 3X9
(807) 274-3259

TORONTO PROGRAM BRANCHES

Recreation Branch

77 Bloor Street W.
Toronto, Ontario
M7A 2R9
(416) 965-5665

Sports & Fitness Branch

77 Bloor Street W.
Toronto, Ontario
M7A 2R9
(416) 965-4591



Application for a Capital Grant for New Recreation Facilities

Ministry of Tourism and Recreation

Please Print or Type

Applicant Information

Organization Requesting Grant (Complete all parts)

Applicant Organization		Contact Person	
Address		Address	
City/Town	Postal Code	City/Town	Postal Code
Tel - Home () -	Bus. () -	Tel - Home () -	Bus. () -

Cheque to be Mailed to: (If different from above)

Payee	Name of Official
Address	Position/Title
City/Town	Postal Code
Tel - Home () -	Bus. () -

Project/Facility

Title/Name	Estim. Start Date	Estim. Completion Date	No. of Wks.
Specific Location of Project/Facility			Postal Code

Return To:
(Office Stamp Here)

Ministry Use Only

Applicant Identifier		File No.	
County		Municip.	Elect. Dist.
Consult Code		Applicant Types	
Grant Category		1 2 3	
1 2		1 2	

Facility/Activity Types	Facility Identifier	Locat. Code
1 2 3	0 0 0	
County	Municip.	Elect. Dist.
Total Project		
\$		
Amount Requested		
\$		
Eligible Amount		
\$		

Budget Code	Common Object Code	Date Application Received
		D M Y
Estimated Payments		Date Application Completed
M Y	Amount	D M Y
1		
2		

A. Project Description

1. Name of facility: _____

2. Address of facility: _____

3. Attach a detailed description of the project including sketch plans and any supporting documentation such as surveys, plans, studies, meeting minutes etc.

4. Forecast of Operating Budget.

Provide a separate detailed statement of the operating costs associated with or arising from this project. Indicate who will be responsible for these costs, and how these costs will be met. Please attach a copy of detailed annual operating budget projection including any debt retirement plans.

Required Attachments (Please provide the following:)

☐ Proof of Ownership (copy of deed or transfer instrument or certified statement from Municipal Clerk Treasurer)

☐ Resolution of Council or Board Applicant Organization to undertake project and request a Capital Grant for this facility.

☐ Lease Agreement (if applicable)

☐ Detailed Description of Project

☐ Municipal Joint-Use Agreement (if applicable)

☐ Sketch plans, Architectural renderings, etc.

☐ Detailed Operating Budget

B. Detailed Applicant Information (not applicable to municipalities or other statutory organizations)

Description of Applicant organization

Date of Formation	Date of Incorporation	Are you a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Charitable Tax No.
-------------------	-----------------------	------------------------------------------------------------------------------------------------	--------------------

Describe the objectives of your organization and its programming policies (Attach a copy of any Letters Patent or Constitution.)

☐ Letters Patent attached ☐ Constitution attached

C. Public Participation

Will the facility be open to the general public as described in the Terms and Conditions outlined in the program guide?

☐ Yes ☐ No

Describe the programming of the facility including the extent of public use, hours of operation, fee structure, evidence of programming by other community groups, and any non-recreational use of the facility eg: Municipal Office, Daycare, etc.

Outline how the facility and programming will be accessible to people with disabilities.

Summary of Estimated Project Cost/Value

If your project is approved, commitments for funding will be given according to the Capital Grant for New Recreation Facilities funding formula and will be based on the estimated cost of the project as indicated below. Such commitments will be up to a maximum amount and cannot subsequently be increased, should project costs rise for any reason.

Identify how you have calculated the estimated project cost. Attach copies of quotations or architects'/engineers' estimates if available. Exclude refundable sales tax, interest, and financing charges.

☐ Documents attached

a) Facility Construction/Renovations				\$
b) Professional Fees				\$
c) Donated Labour	Unskilled *	Skilled *	=	\$
d) Donated Material				\$
e) Other Costs (specify)				\$
f) Total Project Value				\$
The Anticipated Financing of this Project				\$
g) Provincial Grants Program				\$
Program				\$
h) Federal Grants Program				\$
Program				\$
i) Revenue from Disposal of Existing Assets (e.g. proceeds of sale or insurance, etc. for facility to be replaced)				\$
j) Donated Labour	Unskilled	Skilled	=	\$
k) Donated Material				\$
l) Net fund-raising Proceeds				\$
m) Tax Levy				\$
n) Debentures, Loans, Mortgages, etc. ***				\$
o) Other Sources (specify)				\$

Estimated Grant Calculations

Estimated Cost of New Recreation Facility (total from question f)	\$	(i)
Total Estimated Funding from Federal & Provincial Governments (total from questions g & h)	\$	(ii)
Net Estimated Cost eligible for Capital Grant for New Recreation Facilities (subtract (ii) from (i))	\$	(iii)
Capital Grant Requested (refer to program guide for funding formula)	\$	

Note ***Provide separate details of any proposed debentures, loans, mortgages, etc., Municipal applicants will also be required to provide confirmation of O.M.B. approval if applicable.

If you have written commitments or documents that support your revenue estimates, please attach.

☐ Documents attached

I hereby certify that the information given in this application and in any documents attached is true and correct in every respect. The undersigned has read and agrees to abide by the terms and conditions governing a Capital Grant for New Recreation Facilities as outlined in the program guide.

Name of Authorized Official	Position/Title	Phone
Signature of Authorized Official	Date	

Where a project is a replacement of a facility sold, or lost by fire, etc., only the net cost of the new facility is eligible for Lottery Assistance.

If your project includes special features not required by the Ontario Building Code but which make a recreational facility more accessible to persons with disabilities, please include the costs of these features in items (a) to (j) below. Please also provide details of these features on your project drawings, together with a list of features and costs.

Anticipated Results

How will the construction of the New Recreation Facility result in benefitting your organization and Community?

1. Economic Effects. (Volume Indicators.)

Construction Phase

1.1—Number of Person Days of Employment expected to be Created as a Result of Project Construction	Employment Days
1.2—Number of Person Days of Volunteer Contribution expected as a Result of Project Construction	Volunteer Days
1.3—Dollar Amount expected to be Levered as a Result of Project. (Excluding Wintario Share)	Private Sector \$
	Public Sector \$

Operation Phase.

1.4—Anticipated years of Useful Life for Facility as a Result of this Project	Years
1.5—Anticipated Additional Revenue in the First Fiscal Year Following Project Completion as a Result of this Project.	\$
1.6—Anticipated Costs Avoided or Saved in the First Fiscal Year Following Project Completion as a Result of this Project.	\$

2. Program Effect (Volume Indicators.)

2.1—Number of Increased Participants as a Result of Project.

Male	Female	Disabled	Preschool	Adolescent	Youth	Adult	Seniors

2.2—New Programs (Activities as a Result of this Project, i.e. Diving, Squash, Fitness, etc.)

3. Operational Effects

3.1—In what way is this project an enrichment to your current program or method of operating?

3.2—What will the impact and results of this project be on your organization and community?

How will the balance of the project be financed? (cont.)

What are the Ministry requirements for a selection/lending process?

What will the operating costs of the facility be?

Terms and conditions

Applicants who intend to finance the remaining portion of the capital cost by any means of indebtedness (i.e. mortgages, bank loans, debentures, etc.) must demonstrate the ability to carry the ongoing costs of repayment of principal and interest, by providing a planned budget for the repayment of such indebtedness.

One of the objectives of the program is to encourage the reduction of opening costs and the effective use of local and provincial financial

The Ministry is concerned that any project receiving assistance shall represent reasonable value for money and shall not involve a conflict of interest. If your project is approved for a grant, the Ministry will require that an appropriate process of competitive pricing or tenders is followed when the project is carried out. Details on competitive pricing and tendering procedures are available from Ontario Ministry of Tourism and Recreation consultants.

Preference should be given to the purchase of Canadian goods and services over those manufactured and supplied from abroad. In the evaluation of tenders for projects where the Ministry grant is over \$15,000, a price preference of up to 10% is allowed in respect of Canadian economic activity and content. If you are not able to comply with this policy the Ministry must be

When completing the application form, you are required to provide information to demonstrate the ongoing operating costs of the facility and the anticipated sources and availability of funds to maintain and operate the facility including long term capital conservation costs.

1 Definitions

"Applicant" or "Applicants" means the applicant organization which submitted this application to the Ministry.

"Canadian Content" means all Canadian labour, materials, transportation costs, duty, taxes and profits. It is the value of the supplier's net selling price minus the declared value of any imported goods or services.

"Facilities" means the land and buildings for which a Grant is made.

"Ministry" and "Minister" mean the Ontario Ministry and Minister of Tourism and Recreation.

"Project" means the Project as described in the Minister's letter of approval in any attachments thereto, and in any subsequent correspondence from the Ministry.

"Recipient" means the applicant organization, which has submitted this application, has agreed to be bound by these terms and conditions and has been awarded a Capital Conservation Grant by the Ontario Ministry of Tourism and Recreation.

resources. Therefore, applications for projects that may be considered without capital debt or financing and that will not have adverse impact on operational viability will have a higher priority in assessment. Applications from municipalities may be assessed in consultation with the local offices of the Ontario Ministry of Municipal Affairs, where appropriate, to evaluate the feasibility of capital financing and availability of operating resources.

advised. In the case of Ministry grants over \$150,000, grant recipients must not allow project design/specifications/construction to exclude potential Canadian suppliers in order to ensure the greatest industrial benefits to Canada.

Except for the preferences to be given to the purchase of Canadian goods and services, the Ministry will expect that the lowest price or prices will be used or that an acceptable explanation be provided and reserves the right to pay any grant on the basis of the lowest price or prices. Prior to final payment of a grant, the Ministry will require confirmation that these requirements have been met, unless any necessary exceptions have previously been explained to and accepted by the Minister.

2 Terms

These terms and conditions shall be in effect for 20 years from the date of the Minister's letter of approval unless stipulated otherwise in the Minister's letter of approval.

3. Acknowledgement of Funding

The recipient shall acknowledge the support of the Government of Ontario through the Ontario Ministry of Tourism and Recreation in all advertising, publicity, construction signs relating to the facilities and in any permanent notices or donors displayed on the site, as well as in any final study reports.

4 Purpose

Grants will be used only for the purposes outlined in the Minister's letter of approval and any attachments thereto. Changes in the project shall only be made with the Ministry's written approval.

Terms and conditions (cont.)

5 Disposal of Facilities, Ministry Consent

The Recipient shall not sell, lease, or otherwise dispose of the Facilities without the Ministry's consent. The Recipient shall not mortgage or encumber the Facilities for more than the total value of the Facilities minus the amount of the grant.

6 Assignment of Grant

The Applicant/Recipient shall not assign this application or the grant without the consent of the Ministry.

7 Further Conditions

The Ministry shall be entitled to impose such additional terms and conditions to the use of the grant which, in its sole discretion, it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application.

8 Grant Repayment

The Recipient shall, at the request of the Ministry, repay to the Ministry the whole or any part of the grant if the Recipient:

- 1) ceases to operate the Facilities,
- 2) ceases to operate as a non-profit corporation,
- 3) winds up or dissolves,
- 4) has knowingly provided any false information in this application,
- 5) uses grant funds for purposes not agreed upon by the Ministry,
- 6) breaches any terms or conditions of this agreement,
- 7) breaches any of the provisions of the Human Rights Code in the operation of the Project,
- 8) commences, or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt,
- 9) fails to use insurance proceeds to rebuild damaged or destroyed Facilities.

Where required, the grant shall be repaid by cheque payable to the Treasurer of Ontario and mailed to the appropriate Ministry office. The Ministry reserves the right to demand interest on any amount owing by the Recipient to the Ministry at the then current rate charged by the Province of Ontario on accounts receivable.

9 Unused Funds

Any unused portion of the grant remains the property of the Ministry, and if already paid to the Recipient by the Ministry shall be repaid to the Ministry on request.

10. Installments

The grant may be paid in installments determined by the Ministry. Construction of the Project shall begin and proceed so that final payment of the grant can be applied for by January 30, 1989. No grant shall be made if construction has begun before a complete application has been received and acknowledged by the Ministry.

11. Accounting

The Recipient shall keep and maintain all records, invoices and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records for a

period of three years following the completion of all reporting requirements referred to in paragraph 15.

The Recipient authorizes the Ministry and its agents at all reasonable times to inspect and copy any records, invoices and documents in the possession or under the control of the Recipient which relate to the Grant.

The right of inspection under this paragraph includes the right to perform a full or partial audit.

12. Canadian Content/Tendering Process

The Recipient shall conduct a process of competitive pricing or tendering for goods and services relating to the project. In the evaluation of tenders, the Recipient shall give an allowance of up to 10% on the price of the tender bid for Canadian content, and shall select the goods and/or services which represent the best value.

13 Limitation of Liability, Indemnification and Insurance

The Recipient agrees that the Ministry shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of, revenue or profit of the Recipient arising out of or in any way related to the Project.

The Recipient agrees that it shall indemnify the Ministry, its employees and agents, against all costs incurred as a result of a claim or proceeding related to the Project, unless it was caused by the negligence or willful act of an employee of the Ministry.

The Recipient shall maintain both fire and extended coverage insurance in an amount equal to the replacement cost of the Facilities, and comprehensive general liability insurance of at least \$1,000,000 per occurrence for bodily injury (including personal injury), death, and damage to property including loss of revenue, and automobile liability insurance. If requested by the Ministry, the Recipient shall provide satisfactory proof of such insurance. The Recipient shall provide notice to the Ministry immediately upon change or cancellation of the insurance.

14. Facilities Open to Public

The facilities shall be open to the public at all reasonable times. If the Recipient has a fee paying membership they must also welcome non-members. The facilities shall be open to the public whenever they are open to the members and shall indicate this in local media and by appropriate signage.

15. Reports

The Recipient shall submit interim progress reports to the Ministry upon request. The Recipient shall report to the Ministry upon completing the Project. The report shall include all details requested by the Ministry.

16. Safety

All projects funded by the Ministry shall be conducted so as to create a safe environment for the participants of the sport. Specific safety requirements may become conditions of Ministry grants, as determined by the Minister from time to time.

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Overview

Principles

What are the aims of this program?

Who may apply?

New Recreation Facilities Program 1988-89

Ontario Ministry of Tourism and Recreation

The Capital Program for New Recreation Facilities is designed to provide support for the development of new and innovative sports, fitness and recreational facilities across Ontario.

By new it is meant a sports, fitness or recreational facility where that facility did not exist in the community before or as an addition to an existing facility.

By innovative, it is meant a facility with unique, novel, creative features that will enhance the sports, fitness or recreational pursuits of the people using such a facility.

All Lottery Capital Grant requests to the Ministry are considered within the context of the following principles:

Dedication principle - Lottery funds are dedicated to the support, fitness, and recreational activities and facilities in Ontario.

Share principle - Lottery projects are intended to respond to community supported initiatives, as evidenced by locally raised contributions of monies, efforts and other resources.

Non-substitution principle - Lottery funds are intended to enhance our capacity to promote and encourage sport, fitness and recreational objectives. They are not intended to replace or

Projects which meet one or more of the following objectives of the Capital Program for New Recreation Facilities may be eligible for assistance if they:

- Stimulate the development of innovative projects which meet participant and community needs.
- Increase the skill and enjoyment levels of the participants/competitor.

Any municipality, incorporated non-profit organization, Indian band council, or local service board may submit an application for a Capital Grant For New Recreation Facilities. Non-profit organizations must have been incorporated at least one year prior to application. A resolution by the applicant organization approving the undertaking of the project and the application for Lottery assistance must be provided.

*Note: School boards in unorganized territories are also eligible.

This guide is designed to help you provide the Ministry with information about your capital project. If you wish to discuss your idea, or if you have any questions concerning the guide, application forms, or other types of capital assistance available, please contact your Ministry consultant at one of the offices of the Ministry. Completed forms should be sent to your local Ontario Ministry of Tourism and Recreation office.

relieve the responsibility of ongoing government programs in this field.

Non-dependency principle - Projects funded by Lottery must demonstrate the existence of support for any ongoing costs from sources other than Lottery.

Non-profit principle - Lottery grants are intended for projects of broad public good. They cannot apply to situations which might loosely be characterized as private gain.

Accessibility principle - The benefits of Lottery supported projects are intended to be available to all members of the general public.

- Encourage economic and operational viability.
- Increase quality and quantity of sport, fitness and recreational opportunities throughout the Province.
- Encourage and assist in providing opportunities for all members of the community to have equal access to sports, fitness and recreational programs and facilities.

What types of project costs are eligible?

- 1 Purchase of Land and Buildings
 - as required for the immediate capital project
 - can include additional land for parking, right of way
- 2 Professional Fees
 - lawyer (related to land and building purchase)
 - land survey or appraiser
 - engineer (soil tests, structural testing, building inspection, and reports)
 - project specific consultant (expert in particular field)
 - project manager
 - cost control consultant (quantity surveyor)
- 3 Design Competition Costs
- 4 Permits and Municipal Inspection Fees
- 5 Bid Depository fees (tendering Costs)
- 6 Use Office Rental (Rental of Site Services)
- 7 Construction Costs directly associated with the project
 - demolition
 - service connections
 - excavation and site work
 - equipment rentals
 - materials
 - labour
 - contractor (on overhead/profit)
 - contingencies
 - insurance
 - heating and enclosure costs for winter construction
 - inspection fees (concrete testing, steel testing)

Specifically excluded are maintenance items which should be included in a regular maintenance program and funded from an operating budget. Capital Conservation projects for existing facilities may be eligible for consideration under the Ministry's Capital Conservation Program. See separate brochure for further details. Also excluded are elements of facility which are not directly related to sports, fitness or recreational program activities

- Fixed equipment can include all fixed furnishings, fittings and equipment permanently installed in the facility that are necessary to make an area suitable for a particular use, function or operation
 - heating, ventilating, air-conditioning equipment
 - security devices, fire alarms, audio and/or video install items
 - lighting systems
 - floor coverings/interior finishes
 - signage for building identification or internal direction

Excluded are items of fixed equipment which are not directly related to sports, fitness or recreational program activities. Portable equipment and furnishings are not eligible for assistance.

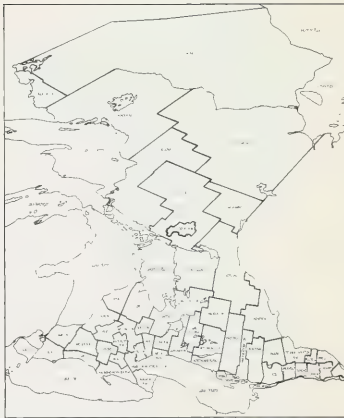
9. Costs connected with financing the project are not eligible for assistance (e.g., bridge financing, interest charges, fund-raising costs)

What is the funding formula?

In Northern and Eastern Ontario, a grant of up to one-half of the first \$10 million of net eligible cost of a project after all other approved provincial or federal grants are deducted, together with one-tenth of the remaining net eligible cost which exceeds \$10 million may be available. In Central and Southwestern Ontario, a grant of up to one-third of the first \$15 million of net eligible cost of a project after all other approved provincial or federal grants are deducted, together with one-tenth of the remaining net eligible cost

which exceeds \$15 million may be available. Please refer to the map to determine the geographic boundary which affects the funding formula for your project. You may request less than the maximum grant amount for which you may be eligible. In any case, you should request only the amount you need to complete your project, as the Lottery will not provide funds in excess of the amount needed to complete the project.

Northern and Eastern Ontario



How do you apply?

Please complete the application following the directions on the form and forward to the Ontario Ministry of Tourism and Recreation office serving your area. Application forms and further assistance are available from your local Ministry office.

If you submit more than one application, please indicate their order of priority. Applications postmarked no later than January 15, 1988 will be accepted for those applicants requesting funds and able to apply for all funding in the provincial government's fiscal year 1988-89. A complete application must be postmarked by January 15, 1988 and confirmed as accepted by the Ministry before any capital project is commenced for which a Capital Grant for New Recreation Facilities is being requested.

If a project is commenced before the Ministry's acknowledgement of receipt of a complete application, the applicant will not be eligible for consideration.

Any minor preliminary expenditures (e.g., architect's fees, consultant's fees, etc.) before the

date of the Ministry's confirmation of acceptance of a complete application will not be considered as commencement of a project. However, such costs will not be eligible for consideration as part of the project cost for grant purposes. If the grant request is for more than \$250,000.00, the application must be accompanied by a feasibility study. Your Ministry consultant can provide information on the feasibility study process.

In order for an application to be considered complete, all of the requirements identified on the application form must be complied with. Commitment of a Capital Grant for New Recreation Facilities is subject to the availability of proceeds from the Lottery. Therefore, if the financing and successful completion of a project is dependent on Lottery funding, applicants are strongly advised not to commence work or make contractual commitments until they have received approval and commitment for a grant.

Disclosure of the information

How are capital projects assessed?

The information provided in the grant application may be subject to disclosure under Freedom of Information legislation which will be adopted in Ontario.

Applications will be evaluated by the Ministry after January 15, 1988. Applicants with multiple applications must prioritize them. All grant requests will be assessed within the principles and objectives of the Capital Program and the following selection criteria:

- Evidence of adherence to program objectives
- Evidence that the proposal is consistent with municipal sports, fitness and recreational objectives and priorities. **Higher priority will be given to those non-municipal projects that are supported by a resolution of the appropriate municipal council that confirms that the project fits into the overall plan for the provision of recreation services and is a necessary addition to the local public sports, fitness and recreational facilities than those for which no supporting municipal resolution is provided.**
- Evidence of community involvement in the planning, development, implementation and ongoing operation of the project
- Evidence that the facility is accessible to all members of the general public, i.e. No membership restrictions and complete access for the physically disabled.
- Extent of improvement in the quality and quantity of sports, fitness and recreational services in the community as a result of the project
- Evidence that the proposal creates opportunities for partnerships between the people affected, public agencies, and other organizations

How will the balance of the project be financed?

You must demonstrate to the Ministry that you have the ability to finance the remaining balance of the project cost. This financing could be all private, derived from fund raising proceeds and cash donations, all municipal, derived from the tax base, or a combination of both. Voluntary donations of labour and materials may form part or all of the balance of the project. However, please be advised that payment of any grant cannot exceed the actual cash expenditures of the project. The value of donated labour and materials will be assessed in the following way: donated labour of skilled trades-people working at their trade is eligible on the basis of trade rates currently payable for comparable work in the area where the project is located. The value of unskilled volunteer labour should be based on the current construction minimum wage established by the

providing sport, fitness and recreational facilities.

- Evidence that the applicant has the ability to fund all remaining project costs. In order that all applications can be properly assessed and the necessary constraints undertaken, applicants are advised that a minimum period of one month after the application closing date will be required by the Ministry. If your project is approved for a grant within the Capital budget allocation, you will receive a letter from the minister. All commitments for funding will be given according to the Capital Grant for New Recreational Facilities funding formula and will be based on the estimated cost of the project as indicated in the application. Such commitments will be up to a maximum amount and, subsequently, cannot be increased, should project costs rise for any reason. Upon approval, payment of 50% of the grant will be made. After the initial 50% portion of the grant has been spent, application can be made for the final 50% payment. All approval of projects must commence and proceed with construction so as to be eligible and apply for the final payment of the grant within the 1988-89 fiscal year, i.e. before January 30, 1989.

Ontario Ministry of Labour. Professional fees related to eligible costs of facility development are eligible at fair market value for such services. Provision of materials and the use of construction equipment are eligible at fair market value if such goods or services were to be purchased. The intention of the program is to share in projects which are financially viable. Consequently, the balance of funds or other assistance required to complete the project should be of a nature which will not place a burden of capital debt on the owner of the facility which cannot be absorbed into the ongoing operational budgeting without creating hardship for the organization or the community.

F. Terms and conditions

1. **Definitions**
 Applicant or "Applicants" means the applicant organization which submitted this application to the Ministry.
 "Canada Content" means all Canadian labour, materials, transportation costs, duty, taxes and profits. It is the value of the supplier's net selling price minus the delivered value of any imported goods or services.
 "Funders" means the land and buildings for which a Grant is made.
 "Ministry" and "Minister" mean the Ontario Ministry and Minister of Tourism and Recreation.
 "Project" means the Project as described in the Minister's letter of approval in any attachments thereto, and in any subsequent correspondence from the Ministry.
 "Recipient" means the applicant organization which has submitted this application, has agreed to be bound by these terms and conditions and has been awarded a Capital Conservation Grant by the Ontario Ministry of Tourism and Recreation.
2. **Time**
 These terms and conditions shall be in effect for 20 years from the date of the Minister's letter of approval unless it is putated otherwise in the Minister's letter of approval.
3. **Acknowledgement of Funding**
 The Recipient shall acknowledge the support of the Government of Ontario through the Ontario Ministry of Tourism and Recreation in all advertising, publicity, constitution signs relating to the facilities and in any permanent tribute to Ontario displayed on the site, as well as in any final study reports.
4. **Purpose**
 Grants shall be used only for the purposes outlined in the Minister's letter of approval and any attachments thereto. Changes in the project shall only be made with the Minister's written approval.
5. **Disposal of Facilities, Ministry Consent**
 The Recipient shall not sell, lease, or otherwise dispose of the Facilities without the Ministry's consent. The Recipient shall not mortgage or encumber the Facilities for more than the total value of the Facilities minus the amount of the grant.
6. **Assignment of Grant**
 The Applicant/Recipient shall not assign this application or the grant without the consent of the Ministry.
7. **Further Conditions**
 The Ministry shall be entitled to impose such additional terms and conditions to the use of the grant which, in its sole discretion, it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application.
8. **Grant Repayment**
 The Recipient shall, at the request of the Ministry repay to the Ministry the whole or any part of the grant if the Recipient:
 - 1) ceases to operate the Facilities,
 - 2) ceases to operate as a non-profit corporation,
 - 3) winds up or dissolves,
 - 4) has knowingly provided any false information in this application,
 - 5) uses grant funds for purposes not agreed upon by the Ministry,
 - 6) breaches any terms or conditions of this agreement,
 - 7) breaches any of the provisions of the Human Rights Code in the operation of the Project;
 - 8) commences, or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt,
 - 9) fails to use insurance proceeds to rebuild damaged or destroyed Facilities.
 While required the grant shall be repaid by cheque payable to the Treasurer of Ontario and mailed to the appropriate Ministry office. The Ministry reserves the right to demand interest on any amount owing by the Recipient to the Ministry at the then current rate charged by the Province of Ontario on accounts receivable.
9. **Unused Funds**
 Any unused portion of the grant remains the property of the Ministry, and if already paid to the Recipient by the Ministry shall be repaid to the Ministry on request.
10. **Installments**
 The grant may be paid in installments determined by the Ministry. Construction on the Project shall begin and proceed so that final payment of the grant can be applied for by January 30, 1989. No grant shall be made if construction has begun before a complete application has been received and acknowledged by the Ministry.
11. **Accounting**
 The Recipient shall keep and maintain all records, invoices and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records for a period of three years following the completion of all reporting requirements referred to in paragraph 15. The Recipient authorizes the Ministry and its agents at all reasonable times to inspect and copy any records, invoices and documents in the possession or under the control of the Recipient which relate to the Grant. The right of inspection under this paragraph includes the right to perform a full or partial audit.
12. **Canadian Content/Tendering Process**
 The Recipient shall conduct a process of competitive pricing or tendering for goods and services relating to the project. In the evaluation of tenders, the Recipient shall give an allowance of up to 10% on the price of the tender bid for Canadian content, and shall select the goods and/or services which represent the best value.
13. **Limitation of Liability, Indemnification and Insurance**
 The Recipient agrees that it shall indemnify the Ministry, its employees and agents, against all costs incurred as a result of a claim or proceeding related to the Project, the Recipient shall maintain both fire and extended coverage insurance in an amount equal to the replacement cost of the Facilities, and comprehensive general liability insurance of at least \$1,000,000 per occurrence for bodily injury (including personal injury), death, and damage to property including loss of use thereof, and automobile liability insurance. If requested by the Ministry, the Recipient shall provide satisfactory proof of such insurance. The Recipient shall provide notice to the Ministry immediately upon change or cancellation of the insurance.
14. **Facilities Open to Public**
 The facilities shall be open to the public at all reasonable times, if the Recipient has a fee paying membership they must also welcome new members. The Facilities shall be open to the public whenever they are open to the members and shall indicate this in local media and by appropriate signage.
15. **Reports**
 The Recipient shall submit interim progress reports to the Ministry upon request. The Recipient shall report to the Ministry upon completion of the Project. The report shall include all details requested by the Ministry.
16. **Safety**
 All projects funded by the Ministry shall be conducted so as to create a safe environment for the participants of the sport. Specific safety requirements may become conditions of Ministry grants, as determined by the Minister from time to time.

G. Statement by Applicant

On behalf of and with the authority of the organization I certify that the information given on this application for a grant is true, correct and complete in every respect and that the organization agrees to abide by the above terms and conditions governing a grant.

Name of Authorized Official	Position/Title	Signature	Date
Corporate Seal or Witness			Date

Checklist for 1988-89 New Recreation Facilities Program

To assist you in providing a "complete" application for consideration by the Ontario Ministry of Tourism and Recreation, please ensure that the following are included with your application.

- ☐ 1. A fully completed New Recreation Facilities Program application signed by the authorized official.
- ☐ 2. A resolution of council or board of the applicant organization to undertake the project and request a grant.
- ☐ 3. A complete project description including:
 - Scope of project and location.
 - What the benefits of the project are.
 - How it is consistent with municipal recreation needs and priorities
 - How it is consistent with the aims of the New Recreation Facilities Program
 - Attach any planning studies or background reports (feasibility study is mandatory where the grant request is more than \$250,000.00).
- ☐ 4. Please ensure that you fully respond to all the questions regarding Public Participation e.g., describe the programming of the facility including the extent of public use, hours of operation, fee structure, evidence of programming by other community groups and any non-recreation use of the facility, e.g., municipal office, day care, etc. You may wish to provide supporting attachments such as copies of membership forms, procedures or rental contracts and rates.
- ☐ 5. Sketch plans (complete drawings not required).
- ☐ 6. A separate listing of what the proposed project costs include and how they were determined, e.g., detailed summary of costs, quotations or architect's/engineer's estimates.
- ☐ 7. A separate listing of how the balance of necessary funds will be secured (current level of funds raised, written evidence of those committed and those that still have to be identified).
- ☐ 8. Details of debt financing: Ontario Municipal Board approval if required (for municipalities only).
- ☐ 9. A copy of the detailed, projected annual operating budget for the facility including maintenance and future capital conservation costs.
- ☐ 10. Proof of ownership (copy of deed or transfer instrument or certified statement from municipal clerk/treasurer) or lease agreement.
- ☐ 11. Written confirmation that the organization has the facilities insured against property damage and third party liability.
- ☐ 12. Municipal joint use agreement (if applicable).
- ☐ 13. If more than one application is being submitted by an organization, provide correspondence which indicates their order of priority.

The following additional items apply to non-profit organizations only (i.e. not municipalities or other statutory organizations):

- ☐ 14. A copy of Letters Patent, constitution, by-laws, list of board/executive members and most recent financial statement.
- ☐ 15. Written confirmation from the municipal recreation authority that the project fits into the overall plan for the provision of leisure services and is a necessary addition to the local public sports, fitness and recreational facilities.

Other attachments

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Press Print or Type

Applicant Information Organization Requesting Grant (Complete at point)

Applicant Organization		Contact Person	
Address		Address	
City/Town	Postal Code	City/Town	Postal Code
Tel. - Home () -	Bus. () -	Tel. - Home () -	Bus. () -

Cheque to be Mailed to: (if different from above)

Payee	Name of Official
Address (Include Postal Code)	
City/Town	Postal Code
Tel. - Home () -	Bus. () -

Project/Facility

Title/Name	Estim. Start Date	Estim. Completion Date	No. of Wks.
Specific Location of Project/Facility			Postal Code

Return To:

(Office Stamp Here)

Ministry Use Only			
Applicant Identifier		File No.	
Country	Municipality	Elect. Dist.	Consult Code
Applicant Type	Local Code	Grant Category	Facility/Activity Type
			Grant Type

If applicable (FOR FACILITIES)			
County	Municipality	Elect. Dist.	Facility Identifier
			Local Code
Budget Code		Common Object Code	Date Application Received
Estimated Payments		Amount	Date Application Completed
Total Project			
Amount Requested			
Single Amount			
1			
2			

1. Attach a detailed description of the project including sketch plans and any supporting documentation such as surveys, plans, studies, meeting minutes, etc.

2. **Forecast of Operating Budget.** Provide a separate detailed statement of the operating costs associated with or arising from this project. Indicate who will be responsible for these costs, and how these costs will be met. Please attach a copy of detailed annual operating budget projection including any debt retirement plans.

Description of Applicant organization

Date of Formation	Date of Incorporation	Are you a non-profit organization?	Charitable Tax No.
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Describe the objectives of your organization and its programming policies (Attach a copy of any Letters Patent or Constitution.)

Will the facility be open to the general public as described in the Terms and Conditions outlined in the program guide?

☐ Yes ☐ No

Describe the programming of the facility including the extent of public use, hours of operation, fee structure, evidence of programming by other community groups, and any non-recreational use of the facility e.g., municipal office, day care, etc.

If your project is approved, commitments for funding will be given according to the Capital Grant for New Recreation Facilities funding formula and will be based on the estimated cost of the project as indicated below. Such commitments will be up to a maximum amount and, subsequently, cannot be increased, should project costs rise for any reason.

Identify how you have calculated the estimated project cost. Attach copies of quotations or architects'/engineers' estimates if available. Exclude refundable sales tax, interest, and financing charges. Where a project is a replacement of a facility sold, or lost by fire, etc., only the net cost of the new facility is eligible for grant assistance.

a) Facility Construction/Renovations				\$
b) Professional Fees				\$
c) Donated Labour	Unskilled	Skilled	=	\$
d) Donated Material				\$
e) Other Costs (specify)				\$
f) Total Project Value				\$
The Anticipated Financing of this Project				\$
g) Provincial Grants				\$
Program				\$
h) Federal Grants				\$
Program				\$
i) Revenue from Disposal of Existing Assets (e.g., proceeds of sale or insurance, etc. for facility to be replaced)				\$
j) Donated Labour	Unskilled	Skilled	=	\$
k) Donated Material				\$
l) Net fund-raising Proceeds				\$
m) Tax Levy				\$
n) Debentures, Loans, Mortgages, etc.				\$
o) Other Sources (specify)				\$

Estimated Cost of new Recreation Facility (total from question f)	\$	
Total Estimated Funding from Federal & Provincial Governments (total from questions g & h)	\$	()
Net Estimated Cost eligible for Capital Grant for New Recreation Facilities (subtract (i) from (f))	\$	()
Capital Grant Requested (refer to program guide for funding formula)	\$	

It is important that you show the social and economic impact of your project in order that the ministry can determine the benefits of your project.

Construction Phase

1.1 - Number of person days of employment expected to be created as a result of project construction		Employment Days
1.2 - Number of person days of volunteer contribution expected as a result of project construction		Volunteer Days
1.3 - Funds for this project levered from other partners excluding the Ontario Ministry of Tourism and Recreation		
Government		Non-government
Federal	\$ _____	Donated labour/materials
		\$ _____
Other Provincial	_____	Fund-raising

Municipal	_____	Other

subtotal	\$ _____	subtotal
		\$ _____
		Total \$ _____

1.4 – New employment created

2.1 – Number of increased participants as a result of project

Total Male	Total Female	Disabled	Preschool (0-5)	Adolescent (6-13)	Youth (14-20)	Adult (21-64)	Seniors (65 plus)

2.2 – In what way is this project an enrichment to your current program and what will the impact and results be on your community?

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New Recreation Facilities Program 1987-88

Ontario Ministry of Tourism and Recreation

Overview



The Capital Program for New Recreation Facilities is designed to provide support for the development of new and innovative sports, fitness and recreational facilities across Ontario.

By new it is meant a sports, fitness or recreational facility where that facility did not exist in the community before or an addition to an existing facility.

By innovative, it is meant a facility with unique, novel, creative features that will enhance the sports, fitness or recreational pursuits of the people using such a facility.

This guide is designed to help you provide the Ministry with information about your capital project. If you wish to discuss your idea, or if you have any questions concerning the guide, application forms, or other types of capital assistance available, please contact your Ministry consultant at one of the offices of the Ministry. Completed forms should be sent to your local Ontario Ministry of Tourism and Recreation office.

Principles

All Lottery Capital Grant requests to the Ministry are considered within the context of the following principles:

Dedication principle - Lottery funds are dedicated to the support, fitness, and recreational activities and facilities in Ontario.

Share principle - Lottery projects are intended to respond to community supported initiatives, as evidenced by locally-raised contributions of monies, efforts and other resources.

Non-substitution principle - Lottery funds are intended to enhance our capacity to promote and encourage sport, fitness and recreational objectives. They are not intended to replace or

relieve the responsibility of ongoing government programs in this field.

Non-dependency principle - Projects funded by Lottery must demonstrate the existence of support for any ongoing costs from sources other than Lottery.

Non-profit principle - Lottery grants are intended for projects of broad public good. They cannot apply to situations which might loosely be characterized as private gain.

Accessibility principle - The benefits of Lottery supported projects are intended to be available to the general public.

What are the aims of this program?

Projects which meet one or more of the following objectives of the Capital Program For New Recreation Facilities may be eligible for assistance if they:

- Stimulate the development of innovative projects which meet participant and community needs.
- Increase the skill and enjoyment levels of the participant/competitor.

- Encourage economic and operational viability.
- Increase quality and quantity of sport, fitness and recreational opportunities throughout the Province.
- Encourage and assist in providing opportunities for all members of the community to have equal access to sports, fitness and recreational programs and facilities.

Who may apply?

Any municipality, incorporated non-profit organization, Indian band council, or local service board may submit an application for a Capital Grant For New Recreation Facilities*. Non-profit organizations must have been incorporated at least one year prior to application. A resolution by the applicant organization approving the undertaking of the project and the application for Lottery assistance must be provided.

*Note: School boards in unorganized territories are also eligible.

What types of project costs are eligible?

1. Purchase of Land and Buildings
 - as required for the immediate capital project.
 - can include additional land for parking, right of way.
2. Professional Fees
 - lawyer (related to land and building purchase)
 - land surveyor
 - appraiser
 - architect
 - engineer (soil tests, structural testing, building inspection, and reports)
 - project-specific consultant (expert in particular field)
 - project manager
 - cost control consultant (quantity surveyor)
3. Design Competition Costs
4. Permits and Municipal Inspection Fees
5. Bid Depository Fees (Tendering Costs)
6. Site Office Rental (Rental of Site Services)
7. Construction Costs directly associated with the project:
 - demolition
 - service connections
 - excavation and site work
 - equipment rentals
 - materials
 - labour
 - contractor (overhead/profit)
 - contingency
 - insurance
 - heating and enclosure costs for winter construction
 - inspection fees (concrete testing, steel testing)

Specifically excluded are maintenance items which should be included in a regular maintenance program and funded from an operating budget. Capital Conservation projects for existing facilities may be eligible for consideration under the Ministry's Capital Conservation Program. See separate brochure for further details.

Also excluded are elements of facility which are not directly related to sports, fitness or recreational program activities.

8. Fixed Equipment can include all fixed furnishings, fittings and equipment permanently installed in the facility that are necessary to make an area suitable for a particular use, function or operation:
 - heating, ventilating, air-conditioning equipment
 - security devices, fire alarms, audio and/or video installations
 - lighting systems
 - floor coverings/interior finishes
 - signage for building identification or internal direction.

Excluded are items of fixed equipment which are not directly related to sports, fitness or recreational program activities. Portable equipment and furnishings are not eligible for assistance.

9. Costs connected with financing the project are not eligible for assistance (e.g., bridge financing, interest charges, fund-raising costs).

What is the funding formula?

In Northern and Eastern Ontario, a grant of up to one-half of the first \$1.0 million of net eligible cost of a project after all other approved provincial or federal grants are deducted, together with one-tenth of the remaining net eligible cost which exceeds \$1.0 million may be available.

In Central and Southwestern Ontario, a grant of up to one-third of the first \$1.5 million of net eligible cost of a project after all other approved provincial or federal grants are deducted, together with one-tenth of the remaining net eligible cost

which exceeds \$1.5 million may be available. Please refer to the map to determine the geographic boundary which affects the funding formula for your project.

You may request less than the maximum grant amount for which you may be eligible. In any case, you should request only the amount you need to complete your project, as the Lottery will not provide funds in excess of the amount needed to complete the project.

Northern and Eastern Ontario



How do you apply?

Please complete the application following the directions on the form and forward to the Ontario Ministry of Tourism and Recreation office serving your area. Application forms and further assistance are available from your local Ministry office.

If you submit more than one application, please indicate their order of priority.

Applications will be accepted until May 1, 1987 for those applicants requesting funds and able to apply for all funding in the provincial government's fiscal year 1987-88.

A complete application must be received by May 1, 1987 and confirmed as accepted by the Ministry before any capital project is commenced for which a Capital Grant for New Recreation Facilities is being requested.

If a project is commenced before the Ministry's acknowledgement of receipt of a complete application, the application will not be eligible for consideration.

Any minor preliminary expenditures (e.g., architect's fees, consultant's fees, etc.) before the

date of the Ministry's confirmation of acceptance of a complete application will not be considered as commencement of a project. However, such costs will not be eligible for consideration as part of the project cost for grant purposes.

If the grant request is for more than \$250,000.00, the application must be accompanied by a "feasibility study". Your Ministry consultant can provide information on the feasibility study process.

In order for an application to be considered complete, all of the requirements identified on the application form must be complied with.

Commitment of a Capital Grant For New Recreation Facilities is subject to the availability of proceeds from the Lottery. Therefore, if the financing and successful completion of a project is dependent on Lottery funding, applicants are strongly advised not to commence work or make contractual commitments until they have received approval and commitment for a grant.

Disclosure of the information

The information provided in the grant application may be subject to disclosure under Freedom of Information legislation which will be adopted in Ontario.

How are capital projects assessed?

Applications will be evaluated by the Ministry after May 1, 1987. Applicants with multiple applications must prioritize them. All grant requests will be assessed within the principles and objectives of the Capital Program and the following selection criteria:

- Evidence of adherence to program objectives.
- Evidence that the proposal is consistent with municipal sports, fitness and recreational objectives and priorities. **Higher priority will be given to those non-municipal projects that are supported by a resolution of the appropriate municipal council that confirms that the project fits into the overall plan for the provision of recreation services and is a necessary addition to the local public sports, fitness and recreational facilities than those for which no supporting municipal resolution is provided.**
- Evidence of community involvement in the planning, development, implementation and ongoing operation of the project.
- Evidence that the facility is accessible to all members of the general public.
- Extent of improvement in the quality and quantity of sports, fitness and recreational services in the community as a result of the project.
- Evidence that the proposal creates opportunities for partnerships between the people affected, public agencies, and other organizations providing sport, fitness and recreational services.

- Evidence that the applicant has the ability to fund all remaining project costs.

In order that all applications can be properly assessed and the necessary consultation undertaken, applicants are advised that a minimum period of one month after the application closing date will be required by the Ministry.

If your project is approved for a grant within the Capital budget allocation, you will receive a letter from the minister. All commitments for funding will be given according to the Capital Grant for New Recreational Facilities funding formula and will be based on the estimated cost of the project as indicated in the application. Such commitments will be up to a maximum amount and, subsequently, cannot be increased, should project costs rise for any reason.

Upon approval, payment of 50 % of the grant will be made. After the initial 50 % portion of the grant has been spent, application can be made for the final 50 % payment. All approved projects must commence and proceed with construction so as to be eligible and apply for the final payment of the grant within the 1987-88 fiscal year, i.e. before January 29, 1988.

How will the balance of the project be financed?

You must demonstrate to the Ministry that you have the ability to finance the remaining balance of the project cost. This financing could be all private, derived from fund-raising proceeds and cash donations, all municipal, derived from the tax-base, or a combination of both. Voluntary donations of labour and materials may form part or all of the balance of the project. However, please be advised that payment of any grant cannot exceed the actual cash expenditures of the project. The value of donated labour and materials will be assessed in the following way: donated labour of skilled trades-people working at their trade is eligible on the basis of trade rates currently payable for comparable work in the area where the project is located. The value of unskilled volunteer labour should be based on the current construction minimum wage established by the

Ontario Ministry of Labour. Professional fees related to eligible costs of facility development are eligible at fair market value for such services. Provision of materials and the use of construction equipment are eligible at fair market value if such goods or services were to be purchased. The intention of the program is to share in projects which are financially viable. Consequently, the balance of funds or other assistance required to complete the project should be of a nature which will not place a burden of capital debt on the owner of the facility which cannot be absorbed into the ongoing operational budgeting without creating hardship for the organization or the community.

*How will the balance of the project be financed?
(cont.)*

Applicants who intend to finance the remaining portion of the capital cost by any means of indebtedness (i.e. mortgages, bank loans, debentures, etc.) must demonstrate the ability to carry the ongoing costs of repayment of principal and interest, by providing a planned budget for the retirement of such indebtedness.

One of the objectives of the program is to encourage the reduction of operating costs and the effective use of local and provincial financial

resources. Therefore, applications for projects that may be considered without capital debt or financing and that will not have adverse impact on operational viability will have a higher priority in assessment. Applications from municipalities may be assessed in consultation with the local offices of the Ontario Ministry of Municipal Affairs, where appropriate, to evaluate the feasibility of capital financing and availability of operating resources.

What are the Ministry requirements for a selection/tendering process?

The Ministry is concerned that any project receiving assistance shall represent reasonable value for money and shall not involve a conflict of interest. If your project is approved for a grant, the Ministry will require that an appropriate process of competitive pricing or tendering is followed when the project is carried out. Details on competitive pricing and tendering procedures are available from Ontario Ministry of Tourism and Recreation consultants.

Preference should be given to the purchase of Canadian goods and services over those manufactured and supplied from abroad. In the evaluation of tenders for projects where the Ministry grant is over \$15,000, a price preference of up to 10 % is allowed in respect of Canadian economic activity and content. If you are not able to comply with this policy, the Ministry must be

advised. In the case of Ministry grants over \$250,000, grant recipients must not allow project design/specifications/construction to exclude potential Canadian suppliers in order to ensure the greatest industrial benefits to Canada. Except for the preferences to be given to the purchase of Canadian goods and services, the Ministry will expect that the lowest price or prices will be used or that an acceptable explanation be provided and reserves the right to pay any grant on the basis of the lowest price or prices. Prior to final payment of a grant, the Ministry will require confirmation that these requirements have been met, unless any necessary exceptions have previously been explained to and accepted by the Ministry.

What will the operating costs of the facility be?

When completing the application form, you are required to provide information to demonstrate the ongoing operating costs of the facility and the anticipated sources and availability of funds to maintain and operate the facility including long-term capital conservation costs.

Terms and conditions

1. Definitions

"Applicant" or "Applicants" means the applicant organization which submitted this application to the Ministry.

"Canadian Content" means all Canadian labour, materials, transportation costs, duty, taxes and profits. It is the value of the supplier's net selling price minus the declared value of any imported goods or services.

"Facilities" means the land and buildings for which a Grant is made.

"Ministry" and "Minister" mean the Ontario Ministry and Minister of Tourism and Recreation.

"Project" means the Project as described in the Minister's letter of approval in any attachments thereto, and in any subsequent correspondence from the Ministry.

"Recipient" means the applicant organization which has submitted this application, has agreed to be bound by these terms and conditions and has been awarded a Capital Conservation Grant by the Ontario Ministry of Tourism and Recreation.

2. Time

These terms and conditions shall be in effect for 20 years from the date of the Minister's letter of approval unless stipulated otherwise in the Minister's letter of approval.

3. Acknowledgement of Funding

The recipient shall acknowledge the support of the Government of Ontario through the Ontario Ministry of Tourism and Recreation in all advertising, publicity, construction signs relating to the facilities and in any permanent tribute to donors displayed on the site, as well as in any final study reports.

4. Purpose

Grants shall be used only for the purposes outlined in the Minister's letter of approval and any attachments thereto. Changes in the project shall only be made with the Ministry's written approval.

Terms and conditions (cont.)

5. Disposal of Facilities, Ministry Consent

The Recipient shall not sell, lease, or otherwise dispose of the Facilities without the Ministry's consent. The Recipient shall not mortgage or encumber the Facilities for more than the total value of the Facilities minus the amount of the grant.

6. Assignment of Grant

The Applicant/Recipient shall not assign this application or the grant without the consent of the Ministry.

7. Further Conditions

The Ministry shall be entitled to impose such additional terms and conditions to the use of the grant which, in its sole discretion, it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application.

8. Grant Repayment

The Recipient shall, at the request of the Ministry repay to the Ministry the whole or any part of the grant if the Recipient:

- 1) ceases to operate the Facilities;
- 2) ceases to operate as a non-profit corporation;
- 3) winds up or dissolves;
- 4) has knowingly provided any false information in this application;
- 5) uses grant funds for purposes not agreed upon by the Ministry;
- 6) breaches any terms or conditions of this agreement;
- 7) breaches any of the provisions of the Human Rights Code in the operation of the Project;
- 8) commences, or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt;
- 9) fails to use insurance proceeds to rebuild damaged or destroyed Facilities.

Where required, the grant shall be repaid by cheque payable to the Treasurer of Ontario and mailed to the appropriate Ministry office. The Ministry reserves the right to demand interest on any amount owing by the Recipient to the Ministry at the then current rate charged by the Province of Ontario on accounts receivable.

9. Unused Funds

Any unused portion of the grant remains the property of the Ministry, and if already paid to the Recipient by the Ministry shall be repaid to the Ministry on request.

10. Installments

The grant may be paid in installments determined by the Ministry. Construction of the Project shall begin and proceed so that final payment of the grant can be applied for by January 29, 1988. No grant shall be made if construction has begun before a complete application has been received and acknowledged by the Ministry.

11. Accounting

The Recipient shall keep and maintain all records, invoices and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records for a

period of three years following the completion of all reporting requirements referred to in paragraph 15.

The Recipient authorizes the Ministry and its agents at all reasonable times to inspect and copy any records, invoices and documents in the possession or under the control of the Recipient which relate to the Grant.

The right of inspection under this paragraph includes the right to perform a full or partial audit.

12. Canadian Content/Tendering Process

The Recipient shall conduct a process of competitive pricing or tendering for goods and services relating to the project. In the evaluation of tenders, the Recipient shall give an allowance of up to 10 % on the price of the tender bid for Canadian content, and shall select the goods and/or services which represent the best value.

13. Limitation of Liability, Indemnification and Insurance

The Recipient agrees that the Ministry shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the Recipient arising out of or in any way related to the Project.

The Recipient agrees that it shall indemnify the Ministry, its employees and agents, against all costs incurred as a result of a claim or proceeding related to the Project, unless it was caused by the negligence or wilful act of an employee of the Ministry.

The Recipient shall maintain both fire and extended coverage insurance in an amount equal to the replacement cost of the Facilities, and comprehensive general liability insurance of at least \$1,000,000 per occurrence for bodily injury (including personal injury), death, and damage to property including loss of use thereof, and automobile liability insurance. If requested by the Ministry, the Recipient shall provide satisfactory proof of such insurance. The Recipient shall provide notice to the Ministry immediately upon change or cancellation of the insurance.

14. Facilities Open to Public

The facilities shall be open to the public at all reasonable times. If the Recipient has a fee paying membership they must also welcome new members. The Facilities shall be open to the public whenever they are open to the members and shall indicate this in local media and by appropriate signage.

15. Reports

The Recipient shall submit interim progress reports to the Ministry upon request.

The Recipient shall report to the Ministry upon completing the Project. The report shall include all details requested by the Ministry.

16. Safety

All projects funded by the Ministry shall be conducted so as to create a safe environment for the participants of the sport. Specific safety requirements may become conditions of Ministry grants, as determined by the Minister from time to time.

1. Definitions

"**Applicant**" or "**Applicants**" means the applicant organization which submitted the application to the Ministry

"**Canadian Goods**" means all Canadian labour, materials, transportation costs, duty, taxes and profits. It is the value of the supplier's net selling price minus the declared value of any imported goods or services.

"**Facilities**" means the land and buildings for which a Grant is made

"**Minister**" or "**Minister's**" means the Ontario Ministry of Tourism and Recreation

"**Project**" means the Project as described in the Minister's letter of approval in any attachments thereto, and in any subsequent correspondence from the Ministry

"**Recipient**" means the applicant organization to which the Grant is made, and the Recipient, has agreed to be bound by these terms and conditions and has been awarded a Grant by the Ontario Ministry of Tourism and Recreation.

3. Acknowledgement of Funding
The recipient shall acknowledge the support of the Government of Ontario through the Ontario Ministry of Tourism and Recreation in all advertising, publicity, construction signs relating to the facilities and in any permanent tribute to donors displayed on the site, as well as in any final study reports.

5. Disposal of Facilities, Ministry Consent
The Recipient shall not sell, lease, or otherwise dispose of the Facilities without the Ministry's consent. The Recipient shall not mortgage or encumber the Facilities for more than the total value of the Facilities minus the amount of the grant.

7. Further Conditions
The Ministry shall be entitled to impose such additional terms and conditions to the use of the grant which, in its sole discretion, it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application.

- 1) ceases to operate the Facilities;
- 2) ceases to operate as a non-profit corporation;
- 3) winds up or dissolves;

7) breaches any of the provisions of the Human Rights Code in the operation of the Project;

9. **Unused Funds** The Ministry reserves the right to demand interest on any amount owing by the Recipient to the Ministry at the then current rate charged by the Province of Ontario on accounts receivable.

11. Accounting

The Recipient authorizes the Ministry and its agents at all reasonable times to inspect and copy any records, invoices and documents in the possession or under the control of the Recipient which relate to the Grant.

13. **Limitation of Liability, Indemnification and Insurance**
The Contractor shall not be liable for the liability of the Employer, special or consequential damages, injury or any loss of use, revenue or profit of the Employer or any third party, arising out of or from the performance of the Contract, except to the extent that the Contractor is negligent or in breach of the Contract. The Contractor shall give an allowance of up to 10% on the price of the tender bid for Canadian content, and shall select the goods and/or services which represent the best value.

The Recipient shall maintain both fire and extended coverage insurance in an amount equal to the replacement cost of the Facilities, and comprehensive general liability insurance of at least \$1,000,000 per occurrence for bodily injury (including personal injury), death, and damage to property including loss of use thereof, and

14. Facilities Open to Public
The facilities shall be open to the public at all reasonable times. If the Recipient has a fee paying membership they must also welcome new members. The Facilities shall be open to the public whenever they are open to the members and shall indicate this in local media and by appropriate signage.

16. Safety
All projects funded by the Ministry shall be conducted so as to create a safe environment for the participants of the sport. Specific safety requirements may become

G. Statement by Applicant
On behalf of and with the authority of the organization I certify that the information given on this application for a grant is true, correct and complete in every respect and that the organization agrees to abide by the above terms and conditions governing a grant.

Name of Authorized Official	Position/Title	Signature	Date
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To assist you in providing a "complete" application for consideration by the Ontario Ministry of Tourism and Recreation, please ensure that the following are included with your application.

- ☐ 1. A fully completed New Recreation Facilities Program application signed by the authorized official.
- ☐ 2. A resolution of council or board of the applicant organization to undertake the project and request a grant.
- ☐ 3. A complete project description including:
 - Scope of project and location.
 - What the benefits of the project are.
 - How it is consistent with municipal recreation needs and priorities.
 - How it is consistent with the aims of the New Recreation Facilities Program.
 - Attach any planning studies or background reports (feasibility study is mandatory where the grant request is more than \$250,000.00).
- ☐ 4. Please ensure that you fully respond to all the questions regarding Public Participation e.g., describe the programming of the facility including the extent of public use, hours of operation, fee structure, evidence of programming by other community groups and any non-recreation use of the facility, e.g., municipal office, day care, etc. You may wish to provide supporting attachments such as copies of membership forms, procedures or rental contracts and rates.
- ☐ 5. Sketch plans (complete drawings not required).
- ☐ 6. A separate listing of what the proposed project costs include and how they were determined, e.g., detailed summary of costs, quotations or architect's/engineer's estimates.
- ☐ 7. A separate listing of how the balance of necessary funds will be secured (current level of funds raised, written evidence of those committed and those that still have to be identified).
- ☐ 8. Details of debt financing, Ontario Municipal Board approval if required (for municipalities only).
- ☐ 9. A copy of the detailed, projected annual operating budget for the facility including maintenance and future capital conservation costs.
- ☐ 10. Proof of ownership (copy of deed or transfer instrument or certified statement from municipal clerk/treasurer) or lease agreement.
- ☐ 11. Written confirmation that the organization has the facilities insured against property damage and third party liability.
- ☐ 12. Municipal joint use agreement (if applicable).
- ☐ 13. If more than one application is being submitted by an organization, provide correspondence which indicates their order of priority.

The following additional items apply to non-profit organizations only (i.e., not municipalities or other statutory organizations)

- ☐ 14. A copy of Letters Patent, constitution, by-laws, list of board/executive members and most recent financial statement.
- ☐ 15. Written confirmation from the municipal recreation authority that the project fits into the overall plan for the provision of leisure services and is a necessary addition to the local public sports, fitness and recreational facilities.

Other attachments



Please Print or Type

Applicant Information
Organization Requesting Grant (Complete all parts)

Applicant Organization		Contact Person	
Address		Address	
City/Town	Postal Code	City/Town	Postal Code
Tel. Home () - () -	Bus. () -	Tel. Home () - () -	Bus. () -

Cheque to be Mailed to: (if different from above)

Payee		Name of Official	
Address (include Postal Code)		Position/Title	
City/Town	Postal Code	Tel. - Home () -	Biz. () -

Project/Facility

Title/Name	Estim. Start Date	Estim. Completion Date	No. of Wha
Specific Location of Project/Facility			Postal Code

Return To:
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graph TD
    County[County] --> Municipality[Municipality]
    County --> ElectDist[Elect. Dist.]
    Municipality --> LocatCode1[Locat. Code]
    Municipality --> GrantCategory1[Grant Category]
    ElectDist --> LocatCode2[Locat. Code]
    ElectDist --> GrantCategory2[Grant Category]
    LocatCode1 --> FacilityActivityType1[Facility/Activity Type]
    LocatCode1 --> GrantType1[Grant Type]
    GrantCategory1 --> FacilityActivityType2[Facility/Activity Type]
    GrantCategory1 --> GrantType2[Grant Type]
    LocatCode2 --> FacilityActivityType3[Facility/Activity Type]
    LocatCode2 --> GrantType3[Grant Type]
    GrantCategory2 --> FacilityActivityType4[Facility/Activity Type]
    GrantCategory2 --> GrantType4[Grant Type]
    FacilityActivityType1 --> GrantType5[Grant Type]
    FacilityActivityType2 --> GrantType6[Grant Type]
    FacilityActivityType3 --> GrantType7[Grant Type]
    FacilityActivityType4 --> GrantType8[Grant Type]
  
```

If applicable (FOR FACILITIES)

County	Municip	Elect	Facility Identifier	Code	Budget Code	Common Object Code	Date Application Received
			0 0 0				D M Y
Total Project					Estimated Payments		
S					M Y	Amount	Date Application Completed
1							D M Y
2							
Eligible Amount							
S							

Province of Ontario
Queen's Park
Toronto, Canada
M7A 3B9

1. Attach a detailed description of the project including sketch plans and any supporting documentation such as surveys, plans, studies, meeting minutes, etc.

Provide a separate detailed statement of the operating costs associated with or arising from this project. Indicate who will be responsible for these costs, and how these costs will be met. Please attach a copy of detailed annual operating budget projection including any debt retirement plans.

Description of Applicant organization			
Date of Formation	Date of Incorporation	Are you a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Charitable Tax No.

Describe the objectives of your organization and its programming policies (Attach a copy of any Letters Patent or Constitution.)

Will the facility be open to the general public as described in the Terms and Conditions outlined in the program guide?

☐ Yes ☐ No

Describe the programming of the facility including the extent of public use, hours of operation, fee structure, evidence of programming by other community groups, and any non-recreational use of the facility e.g., municipal office, day care, etc.

If your project is approved, commitments for funding will be given according to the Capital Grant for New Recreation Facilities funding formula and will be based on the estimated cost of the project as indicated below. Such commitments will be up to a maximum amount and, subsequently, cannot be increased, should project costs rise for any reason.

Identify how you have calculated the estimated project cost. Attach copies of quotations or architects'/engineers' estimates if available. Exclude refundable sales tax, interest, and financing charges. Where a project is a replacement of a facility sold, or lost by fire, etc., only the net cost of the new facility is eligible for grant assistance.

a) Facility Construction/Renovations					\$
b) Professional Fees					\$
c) Donated Labour	Unskilled	+	Skilled	+	= \$
d) Donated Material					\$
e) Other Costs (specify)					\$
f) Total Project Value					\$
The Anticipated Financing of this Project					\$
g) Provincial Grants Program					\$
Program					\$
h) Federal Grants Program					\$
Program					\$
i) Revenue from Disposal of Existing Assets (e.g., proceeds of sale or insurance, etc. for facility to be replaced)					\$
j) Donated Labour	Unskilled	+	Skilled	+	= \$
k) Donated Material					\$
l) Net fund-raising Proceeds					\$
m) Tax Levy					\$
n) Debentures, Loans, Mortgages, etc. ...					\$
o) Other Sources (specify)					\$

Estimated Cost of new Recreation Facility (total from question f)	\$	(i)
Total Estimated Funding from Federal & Provincial Governments (total from questions g & h)	\$	(ii)
Net Estimated Cost eligible for Capital Grant for New Recreation Facilities (subtract (ii) from (i))	\$	(iii)
Capital Grant Requested (refer to program guide for funding formula)	\$	

Note: ***Provide separate details of any proposed debentures, loans, mortgages, etc., Municipal applicants will also be required to provide confirmation of O.M.B. approval if applicable.

It is important that you show the social and economic impact of your project in order that the ministry can determine the benefits of your project.

Construction Phase		
1.1 - Number of person days of employment expected to be created as a result of project construction		Employment Days
1.2 - Number of person days of volunteer contribution expected as a result of project construction		Volunteer Days
1.3 - Funds for this project levered from other partners excluding the Ontario Ministry of Tourism and Recreation		
Government		Non-government
Federal \$ _____		Donated labour/materials \$ _____
Other Provincial _____		Fund-raising _____
Municipal _____		Other _____

subtotal \$ _____		subtotal \$ _____
		Total \$ _____

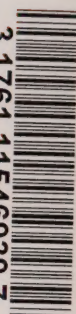
1.4 – New employment created	Person Years
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2.1 – Number of increased participants as a result of project

Total Male	Total Female	Disabled	Preschool (0-5)	Adolescent (6-13)	Youth (14-20)	Adult (21-64)	Seniors (65 plus)

2.2 – In what way is this project an enrichment to your current program and what will the impact and results be on your community?

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